



Restore

Preserve

# Baltimore County

Rehabilitate

## Landmarks

## Preservation

## Commission

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Established 1976

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## Introduction

The Landmarks Preservation Commission (LPC), established by County law, consists of 15 persons, each of whom “shall possess demonstrated interest, knowledge or training in historic preservation, history, architecture, conservation or related disciplines.” Each member of the County Council appoints a commission member from the respective Council District. The County Executive appoints the other eight members, to include representatives for organizations active in Historic Preservation in the County; a registered architect whose principal office is in the County; a representative primarily engaged in agriculture in the County; a member of the Planning Board; a representative of the home builders industry; and three citizens actively interested in civic improvements as at-large representatives.

LPC members serve a maximum of three consecutive four-year terms. They may continue to serve after their term expires until their successors are appointed.

The Landmarks Preservation Commission usually meets on the second Thursday of each month, excluding August and December. The proposed agenda is submitted for posting on the County website by the Thursday of the week preceding each scheduled meeting.

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## Major Responsibilities

By vote of the LPC, structures (including their historic environmental setting) are placed on the Preliminary Landmarks List, and County Historic Districts are delineated, in accordance with the procedures and standards in County law. A public hearing and County Council action are required for placement on the Baltimore County Final Landmarks List or enactment of a County Historic District. Thereafter, certain “development” activities affecting these properties are subject to approval by the Landmarks Preservation Commission (LPC), the Planning Board, and/or the Hearing Officer.

When concept plans or permit applications are submitted for review by County agencies, the LPC’s staff prepares recommendations on compliance with preservation regulations and standards for action by the Commission or other approval authority.

The LPC has final decision-making authority, under Article 32 Title 7 Subtitle 4 of the *County Code*, which differs depending on the *type* of historic property:

- Throughout a County-designated Historic *District*, approval by the LPC is required for any excavation or the construction or erection of any building, fence, wall, or other new structure of any kind or any demolition, reconstruction, alteration or removal of an exterior architectural feature of any existing structure.
- For the individual *structures* named on the Landmarks Lists (preliminary or final), the Commission’s approval authority covers any reconstruction, alteration, or removal of an exterior architectural feature or any demolition of any structure on the list, as well as changes within the delineated “historic environmental setting” of the historic structure(s).

In addition to the LPC’s authority, the Planning Board also has a role through *County Code* Sec. 32-4-231 & 232. These regulations require that any proposed development which “involves” any of the Landmarks List structures or is located in a County District must be referred to the Board. Within 45 days, the Board must “file its written decision with the hearing officer.” The Board’s “decision...is binding upon the Hearing Officer and shall be incorporated as a part of the Hearing Officer’s final action on a plan.”

Besides administering the Landmarks and County District regulations, the LPC staff reviews certain kinds of permit actions relating to the more than 3,000 properties in Baltimore County on the Baltimore County Register (based in part on the Maryland Historical Trust's Inventory) and/or in Historic Districts under the National Register of Historic Places (some of which overlap County-enacted Historic Districts). LPC staff also reviews all razing permits and any plans involving possible historic structures.

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## - LPC Vision Statement - History's Place in the Future

The Landmarks Preservation Commission (LPC) shall preserve and protect structures on the Final Landmarks List and Baltimore County Historic Districts as designated by the County Council within our communities in order to promote neighborhood pride in the noble accomplishments of prior generations and educate residents - young and old, about our unique historic past. By preserving our past the commission strives to stabilize and increase property values, increase the number of high paying jobs in the fields of restoration and rehabilitation, assist others in adaptively reusing structures to serve a variety of people and needs, and increase tourism, thus creating an economic renaissance within our older well-established communities. Preservation creates communities that are desirable places to live and work because they are unique, authentic and secure. All of this shall be achieved while working openly, effectively, and efficiently with Baltimore County Government and the citizens.

## - LPC Mission Statement - Our Purpose

The Landmarks Preservation Commission (LPC) shall uphold and enhance the quality of life in Baltimore County through the retention and protection of our most valuable historic structures and their settings. To provide for the protection, enhancement, and perpetuation of those structures and districts of historical, architectural, archeological, or cultural merit, the commission shall place those structures and their settings, brought to the commission onto the Preliminary Landmarks List. Nomination of properties for consideration by the LPC may be made by any citizen of Baltimore County. The LPC is especially pleased to consider nominations of properties brought forward by their owners. The members shall then recommend to the County Council that these well-documented structures and settings be placed on the Final Landmarks List as a testament to our historic legacy. The County Historic Tax Credit provides an economic incentive for owners to nominate their structures to the Landmarks List. The commission shall seek to inform citizens about the economic and educational benefits of preservation. By protecting our historic resources a special sense of value, unique character, economic viability, and stability is reinforced within our communities and a true renaissance is achieved.

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## Historic Preservation in Baltimore County & The Master Plan

The County Charter requires that, at least every 10 years, the County must adopt a Master Plan for the purpose of setting forth comprehensive objectives, policies and standards to serve as a guide for the County's development. In adopting the Master Plan 2010 on February 22, 2000, the Baltimore County Council reiterated the commitment to identifying and protecting the County's endangered physical heritage.

Historic structures and their settings provide continuity with the past, establish a tangible sense of place, and enhance the aesthetic environment of the county. The preservation of historic resources was an issue raised in the 1979 and 1989 master plans and is equally relevant today. Baltimore County has preserved and still retains significant historic resources. Preserving significant districts, structures, and potential archeological sites is a county goal, because the economic and social value of

the built environment relies significantly on the aesthetic contributions of historic resources. Nevertheless, part of our local heritage continues to be at risk because of continuing qualitative erosion caused by neglect, abandonment or the intrusion of poor design and incompatible uses.

Master Plan 2010 proposes to improve upon existing efforts that safeguard the county's heritage. The county has embarked on an effort to catalogue and evaluate significant structures and sites, and to evaluate the adequacy of the local regulations governing historic resources, and these efforts should continue...

*We shape our buildings; Thereafter, they shape us. - Sir Winston Churchill*

*Upon the subject of education, not presuming to dictate any plan or system, respecting it, I can only say that I view it as the most important subject which we as people can engage in. ---Abraham Lincoln*

*I cannot live without books. --- Thomas Jefferson*

Information

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## Baltimore County Landmarks List Q&A

The Landmarks Preservation Commission is responsible under County law for adopting a list of structures that “contribute substantially to the architectural, or historical heritage of the county, state, or nation.” Compilation of the Landmarks List from among the thousands of eligible properties is thus an on-going process. The procedures and standards for listing, and the effects of listing were enacted in Sections 32-7-302 through 32-7-406 in the Baltimore County Code (*See page 27*), are described in the questions-and-answers below.

### 1. What is the purpose of the Landmarks List?

Baltimore County’s historic preservation law states its five basic purposes:

- *To safeguard the heritage of the County as embodied and reflected in the structures and districts that have historical, architectural, archeological or cultural merit; and*
- *To stabilize and improve property values in the districts and in the County generally; and*
- *To foster civic pride in the beauty and noble accomplishments of the past; and*
- *To strengthen the economy of the County; and*
- *To promote the use of historic districts and landmarks for the education, pleasure, and welfare of the residents of the County.*

The purpose of the Landmarks List, therefore, is to recognize – and to regulate – at least some of the properties containing these remaining physical elements of the County’s heritage. The regulations provide a system to give:

- Encouragement for keeping historic properties, including their historic environmental setting, in productive use either for their original purpose or through adaptation to a compatible new use; and
- Protection against unwarranted demolition; and
- Review to assure that exterior changes are done in accordance with nationally-used standards for maintaining the structure’s historic integrity and the site’s historic character; and
- Eligibility for possible County and State financial incentives.

### 2. What is the effect of being on the Preliminary or the Final Landmarks List?

The effect is the same at each stage. Being on the List makes the structure subject to the authority of the LPC to approve or deny any proposals for demolition, or for changes to the structure’s “exterior architectural features” or within its delineated historic setting. These regulatory effects begin from the time that written notice is sent to the property’s owner, and that the official sign is posted on the property, giving notice that a public hearing has been scheduled on the nomination of the structure to the Landmarks List.

### **3. What is the relation between a Landmark structure and its “historic environmental setting?”**

As originally enacted in 1976, the County Landmarks law dealt only with designating individual historic structures. The County Council amended the law in October 2005, however, by revising the definition of “structure” to specify that it “includes the property or lot or portion thereof which constitutes the historic environmental setting of the structure.” The law further defines the setting to be the land area, “as delineated by the Commission, which is historically, architecturally, archeologically, or culturally connected to the historic significance of a Landmark structure.” Thus, references in the law or regulations to “structure” will ordinarily also include the surrounding setting (except for most Landmarks designated before 2006).

### **4. Can a Landmark List structure (or its setting) be changed?**

Yes. The LPC has *no* authority over the *interior* of any Landmark building. For the *exteriors* of these structures, the LPC can and routinely does approve changes, including additions, provided that they are in keeping with the major character-defining features that make the structure historically significant. The basic principle is to retain and rehabilitate – rather than needlessly replace – the building’s historic materials (especially windows, doors, and siding) so that the building retains its physical integrity as a representative of its evolution and its time in history. The details of the evaluations will, of course, vary from building to building, but the Commission does try diligently to balance the owners’ preferences with maintaining the appropriate standards.

For evaluating changes to the historic setting of a Landmark structure, the principles are essentially the same as those used for changes on properties within County Historic Districts – retain and repair existing historic buildings and features; avoid irreversible changes; design and site new buildings for compatibility with the visual character of the district or immediate neighborhood; etc.

Finally, Landmark status may also affect the development of the Landmark’s site, or may affect development on an adjoining property. The Hearing Officer must refer any “development plan” (i.e., proposing more than three lots) that “involves” a Landmark structure to the Baltimore County Planning Board for a “decision.” In essence, the Planning Board must decide whether changes to the proposed development are necessary to protect the historic character of the site. A decision by the Planning Board is binding upon the Hearing Officer.

### **5. What guidelines are used by the LPC to reach its decisions?**

As in most localities throughout the nation with local historic preservation programs, Baltimore County uses the publication issued by the National Park Service entitled *The Secretary of the Interior’s Standards for the Treatment of Historic Properties*. This book is available for reference or purchase at the Baltimore County Office of Planning and its full text, with illustrations, is also available on-line at <http://www2.cr.nps.gov/tps/secstan1.htm>. The type of work subject to approval by the Commission typically falls within the part of the publication dealing with “Standards for Rehabilitation.” A copy of the ten summary rehabilitation standards appears on page 59.

**6. How does being on the Landmarks List affect the possibility of changing the use of a property or redeveloping it?**

The *use* of a property is controlled by County Zoning, not by the Landmarks Preservation Commission. Especially for non-residential properties, however, experience throughout the nation has proven that maintaining economic viability is essential for assuring a building's long-term preservation. Projects in Baltimore City such as the American Can Company, Tindecos Wharf, Montgomery Ward, P & G building, etc., have proven how creatively and beneficially commercial and industrial buildings can be adapted for new, economically-productive uses while still respecting historic integrity. Similar opportunities in Baltimore County await interest by responsible investors, and can expect cooperation from the LPC.

**7. Are there any financial advantages to designation as a Landmark?**

Structures on the Final Landmarks List (through enactment by the County Council) may be eligible to apply for the state program that provides a tax credit against the owner's state income tax (or, in some cases, a direct refund) in the amount of 20 percent of the eligible expenditures for rehabilitation of historic structures. The program is open to properties that are locally regulated (if their historic environmental setting is included) but the property must also be "eligible for listing" on the National Register of Historic Places. Complete information about the [state tax credit program](http://www.marylandhistoricaltrust.net/) is available at the MHT's web site (<http://www.marylandhistoricaltrust.net/>).

Rehabilitation expenditures for residential structures exceeding \$1,000 - may also qualify for the County Historic Tax Credit. "The tax credit is 20% of the expenses for eligible rehabilitation work for residential properties if the expenses exceed \$1,000." It can be forwarded up to ten years. Commercial properties (retail, office, industrial, condominiums and apartments) may qualify for a ten year property tax freeze ([http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/taxcredit\\_faq.html](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/taxcredit_faq.html)).

**8. What is the process for designating Landmarks?**

The process has three principal stages: Nomination; notice, hearing, and vote by the LPC (and review by the County Executive); and notice, hearing, and vote by the County Council.

*Nomination.* The procedure begins with submittal of a completed Nomination Form. Anyone can submit a nomination for the Commission's consideration. The nomination form can be printed from the county's website. The form can be completed by typewriter or handwritten (legibly, please). The LPC's staff can answer questions about the nomination process, and may be able to assist with identifying available information about historic properties, but generally will not have time to conduct original research or prepare nominations.

Completed nominations may be delivered or submitted by mail or fax to:

Landmarks Preservation Commission  
Baltimore County Office of Planning  
401 Bosley Avenue, Room 406  
Towson, MD 21204  
Fax 410-887-5862

The Commission's staff reviews the nominations for basic eligibility. Ordinarily, a nomination will be accepted (for the purpose of a public hearing), if there appears to be any likelihood that the property will meet at least one of the five Landmark criteria (*see page 8*). Nominations deemed ineligible will be returned with an explanation.

*Notice, hearing, and vote by the LPC.* The required public hearing on the nomination will be held as part of a regular monthly LPC meeting no less than 45 days after written notice is sent to the property's owner and a County sign is posted on the property announcing the hearing. The mailed notice is addressed to the owner as identified in the State property records. As a reminder, a copy of the meeting Agenda is sent to the owner approximately a week before the meeting.

At the public hearing, the LPC will take testimony (if any) for and against the nomination. The LPC may render a decision at the conclusion of the testimony, or may postpone the decision to a subsequent meeting if necessary for demonstrated good cause or to allow for receipt of additional information requested by the Commission.

Before voting to place a structure on the Preliminary Landmarks List, the Commission must specifically find that it meets at least *one* of the five criteria in the law – i.e., that the structure qualifies by:

*...contributing substantially to the architectural, or historical heritage of the county, state, or nation because of any one or more of the following:*

- (1) It is associated with a personality, group, event, or series of events of historical importance,*  
*or*
- (2) It is a distinctive example of a particular architectural style or period; or*
- (3) It is a good example of the work of a noted architect or master builder; or*
- (4) It is a work of notable artistic merit or an object of singular natural beauty; or*
- (5) It has yielded or may be likely to yield information or materials important in prehistory or history.*

Additionally, the County Council's recent amendment to the definition of "structure" requires that the Landmark designation must also include a delineation of the structure's "historic environmental setting."

Upon finding that a structure qualifies, the LPC may vote (by a majority vote, provided that there is an affirmative vote by at least seven of the fifteen members), to place the structure, with its setting, on the Preliminary list. The Commission's decision is forwarded to the County Executive, who may review the action, but does not have the authority to veto or modify the LPC's decision.

*Action by the County Council.* The Preliminary Landmarks List then is sent by the County Executive to the County Council. After at least thirty days written notice to the owner, and another public hearing, the Council may vote to place a structure "or portion of a structure" on the Final Landmarks List.

## **9. What if the owner is opposed to the listing or the structure is in poor condition?**

The LPC's role is solely to consider whether or not a structure qualifies on its historic merit, by reference to at least one of the five criteria in the law quoted above. The condition of a structure, the potential cost of its rehabilitation, or even an owner's opposition to having the structure regulated, are not factors specified in the law for the Commission's consideration. The LPC can, and sometimes does, place a historic structure on the Preliminary list even if the owner objects. Ultimately, the authority for placing structures on the Final Landmarks List rests with the elected County Council.

## 10. Can landmark structures be demolished?

There are two possibilities for obtaining approval to demolish a Landmark structure. The law provides a process for an owner to request removal of a structure from the Final Landmarks List (which is essentially the same as the process for adding to the List).

Alternatively, an owner could simply request that the LPC approve demolition. There has only ever been one request for demolishing a Landmark building since the Commission was established (in 1976), so there is little precedent. In that one case, the Commission carefully weighed whether the overall benefit to society, if the demolition were allowed, was more important than the irreversible loss of part of the County's heritage. The Commission reluctantly concluded that, because the attempt to save the structure through the financial incentives resulting from Landmark listing had failed, and because the building had experienced irreversible structural failure rendering it a severe public nuisance and safety hazard to its neighborhood, demolition was justified.

## 11. What are *The Secretary of the Interior's Standards*?

The Secretary of the Interior's Standards for Rehabilitation iterates *ten basic principles* created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The majority of the work completed on private residences is classified as a historic "rehabilitation" rather than a "restoration," (*see page 59*).

Source: Weeks, Kay D. and Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties, with Guidelines....* (Washington, D.C.: U.S. Department of the Interior, National Park Service, 1995).

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## County Historic Districts

The County Council may enact County Historic Districts after public Hearings and based on boundaries delineated by the Landmarks Preservation Commission. The procedures for enactment, and the consequences, are in Sections 32-7-201 through 32-7-203 and 32-7-401 through 32-7-406 of the Baltimore County Code (*see page 26*).

### 1. What are the standards for defining a historic district in Baltimore County?

Baltimore County law (Section 32-7-101 in the *County Code, 2003*) defines “historic district” broadly – as an area in the County with structures which have historical, cultural, educational or architectural value, the preservation of which is deemed to be for the educational, cultural, economic, and general welfare of the inhabitants of the county. There are also Baltimore County historic districts listed in the National Register of Historic Places, but those designations are entirely separate from the enactment of districts by the County Council.

### 2. Who decides whether an area qualifies as “historic”?

Initially, the petition for a County district is considered by the Landmarks Preservation Commission (see question 4 for details on the process). If the Commission agrees that the proposed area qualifies, its decision designating the proposed district is ultimately forwarded for the final vote by the County Council.

### 3. What is the Landmarks Preservation Commission?

The Landmarks Preservation Commission (LPC) was established by a County law enacted in 1976. It consists of fifteen citizen volunteers, appointed to represent various specialties and areas. Each member of the County Council appoints one resident from the Council District. The County Executive appoints the other eight LPC members, with representation from historic preservation organizations, architecture, agriculture, the Planning Board, home-building, and citizens actively interested in civic improvements. The current membership roster is posted on Baltimore County’s web site at ([http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/landmarks\\_preservation\\_commission/lpc\\_members.html](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/landmarks_preservation_commission/lpc_members.html)).

### 4. How is a Baltimore County Historic District established?

The procedure for officially enacting a district has four main steps, as specified in Sections 32-7-201, -202, and -203 of the County Code:

- a. Proponents of a district prepare a Petition signed by the owners of at least “75% of the property” included within the proposed boundary of the district. Note that this means 75% of the land area, not 75% of the number of separate properties or the number of owners.
- b. The Petition is submitted to the Landmarks Preservation Commission, which is authorized, after study and a public hearing, to “delineate [the] area as a proposed historic district by delineating” its boundary lines. The law is silent about the type of notice that must be given *before* the public hearing, but this has normally been by letter to each property owner (along with legal notice in two newspapers).

- c. *After* voting to establish the boundary, the Commission must then send written notice to the owner of each property lying wholly or partially within the delineated district. The Commission must also submit the proposal “to the County Executive for review.” The Executive has up to 60 days to review the Petition, but does not have any authority to alter the boundary or to veto the Commission’s action.
- d. Ultimately, the Petition is scheduled for a public hearing by the County Council. The Commission must again send written notice, by certified mail, informing each property owner at least 45 days before the hearing. The Council must act within 90 days after the hearing. The action would be by a legislative enactment (a County Council Bill) with a map of the district’s boundary. The Council may approve or reject the proposed district or any portion thereof.

**5. What authority does the Commission have over development, alteration, or use of properties, buildings, etc., inside a County Historic District?**

The law specifies, in Section 32-7-403, that the property owner is *required* to apply for a permit and obtain approval from the Landmarks Preservation Commission (LPC) for any of the following proposed changes on any property in a County Historic District:

- Demolition of any existing building or structure, or
- Removal or alteration of any “exterior architectural feature” of any existing building or structure. This includes such things as replacement of siding and windows; or removal, enclosure, or replacement of doors, windows, trim, and decorative features; or construction or alteration of fences and walls; or
- Any new construction of buildings or other structures, or
- Any “excavation.”

Subsequent Sections in the law list the procedures for the LPC’s review and approval of a permit application, which must be completed before the County may issue the building or other permit for the work. The LPC’s decision-making is guided by the same standards used throughout the nation – *The Secretary of the Interior’s Standards* – as promulgated by the National Park Service (*see page 59*).

Although the LPC has authority over the *exterior* appearance and design of buildings and structures, the Commission does not regulate either the *use* of properties, or the interior alterations to buildings (provided that the exterior appearance is not affected by the interior work). The normal County zoning, environmental, building, etc., laws continue to regulate the other aspects of developing and using a property.

**6. Do I still need a Historic Permit even if I don’t need a Building Permit?**

Yes. These requirements to obtain a Historic Permit apply to any of the actions described in the preceding answer, *whether or not* any building, grading, demolition or other permit from the County would otherwise be required.

**7. What is the role of a local committee?**

In most County Historic Districts, citizens who were involved in establishing the District, or their successors, have remained active in maintaining the community's distinctive historic character, either through the local civic organization or through a special advisory committee. Although not a part of County government, these groups provide an invaluable service both to the LPC and to the District's residents. They are a convenient, local point-of-contact for obtaining information on the proper treatment of historic properties and advice on meeting the standards used by the LPC for reviewing proposals. They also provide recommendations to the LPC regarding proposed development or exterior alterations to historic structures. The local committees have no authority to approve or deny permits, but the LPC relies heavily on their advice for reaching its own decisions.

**8. Are there any financial advantages to being in a County Historic District?**

Eligible properties – those deemed by the Maryland Historical Trust (MHT) to be “contributing” to the District's historic significance – may be able to participate in the State of Maryland's program that provides a credit against the owner's State income tax in the amount of 20% of the eligible expenditures for rehabilitation of historic structures. The State (MHT) and the County (LPC) can, if the owner requests, coordinate on the review and prior approval of the proposed work to avoid conflicting requirements. More information is available on the MHT's web page ([www.marylandhistoricaltrust.net](http://www.marylandhistoricaltrust.net); click on “State Tax Credits”).

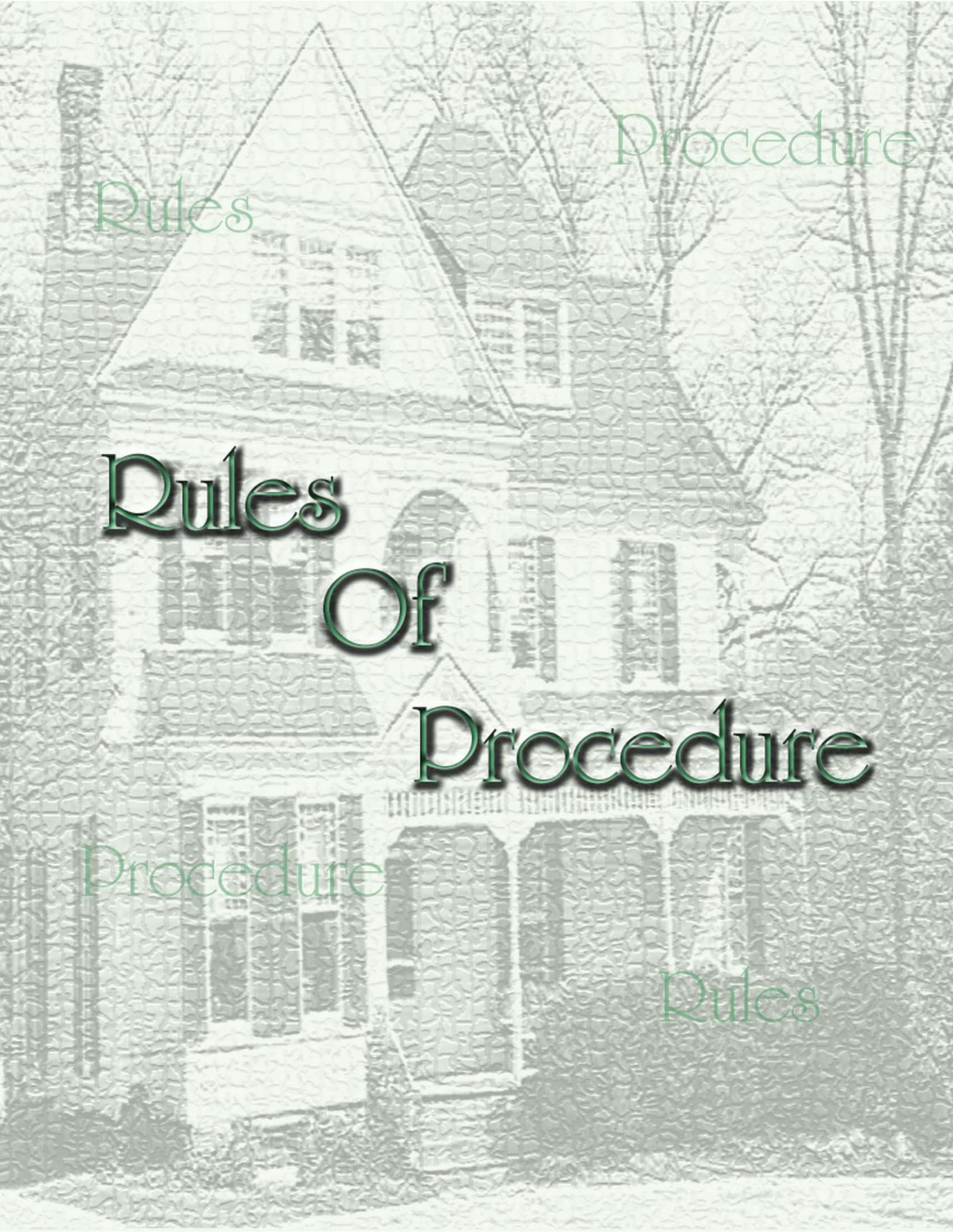
Contributing structures in a County Historic District may also qualify for the Baltimore County Tax Credit. “The tax credit is 20% of the expenses for eligible rehabilitation work for residential properties if the expenses exceed \$1,000.” Commercial properties may qualify for a ten-year property tax freeze ([http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/taxcredit\\_fa.html](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/taxcredit_fa.html)).

**9. What authority does the Commission have over properties adjoining or near a County Historic District?**

The LPC has no regulatory authority outside the boundaries of the Historic Districts enacted by the County Council (unless a property happens to contain a structure that has been placed individually on the Baltimore County Landmarks List). The Commission may, however, make *advisory* comments on the treatment of historic properties anywhere in the County.

**10. Which Historic Districts have been enacted by the County Council? Do they include any properties that the owners did not Petition to be included?**

The County Historic Districts, in order of enactment, are Glyndon, Monkton, Corbett, Lutherville, Sudbrook Park (in three separate enactments of abutting Districts), Rippling Run, Franklinville, Relay, and Fieldstone. Their overall size ranges from 1.4 acres to 163.71 acres. In only two of the eleven Petitions for a district (one of which is a single-property District) was there agreement by 100% of the property-owners within the proposed district boundaries. The rates of participation (above the minimum 75%) in the other Petitions ranged from 78.6% to 87.2% (of the land area included).



Rules

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# Rules of Procedure

*Effective February 13, 2003*

**Code of County Regulations**  
**Title 2 – Office of Planning**  
**Chapter 1 – Landmarks Preservation Commission**  
**Part 2 - Rules of Procedure**

## ARTICLE I — Officers

Section 1. In the absence of the chairman, the vice-chairman shall assume the chair. In the absence of both, the LPC shall elect a chairman pro tempore.

Section 2. The secretary to the LPC will be appointed by the LPC. In the secretary's absence, the chairman may designate another staff person from the Office of Planning to serve as secretary.

## ARTICLE II — Meetings

Section 1. A meeting of the LPC must be held on the second Thursday of each month except August and December, or when Thursday is a holiday, on such alternative date as the LPC designates. Each meeting thus required is a regular meeting; all other meetings of the LPC are special meetings.

Section 2. Special meetings will be held at the call of the chairman or at the request of at least three members of the LPC.

Section 3. Eight members constitutes a quorum for the transaction of business. Action may be taken only upon affirmative vote of at least seven members

Section 4. The secretary will prepare a preliminary agenda for each regular meeting and will mail it, along with the draft minutes of the previous meeting, to the LPC members, and will make the agenda and minutes available to the public, no later than seven calendar days before the regular meeting.

Section 5. The minutes of a regular or special meeting will be approved by the LPC at a subsequent regular meeting, as soon thereafter as possible; changes will appear in the minutes of the meeting whereat such changes were made, and in the record copy of the minutes changed.

Section 6. Individuals and groups who wish to address the LPC at a regular or special meeting shall register with the secretary by signing the registration sheet posted in the meeting room.

- a. Any person addressing the LPC shall first state his or her name and address.
- b. Any person representing an organization shall state his or her name, the name and address of the organization, and the person's authorization to speak on behalf of the organization. At the chairman's discretion, the person may be asked to provide certification of the authorization.

- c. Nothing above shall be so construed as to bar or discourage any person from testifying as an individual.
- d. The maximum time, if any, allowed for each speaker to comment will be specified by the chairman before comments begin, provided that the chairman may allow a speaker to continue for a longer period of time.
- e. Subsection (d) notwithstanding, repetitive comments on the same issue by more than two persons may be disallowed by the chairman, at the chairman's discretion.
- e. Comments will be received only from the place provided for that purpose, as designated by the chairman.
- f. Nothing above shall be so construed as to bar or discourage any person or from submitting written information, which is encouraged, within the necessary time limits for action by the LPC.

Section 7. The chairman of the LPC may, upon relinquishing the chair, participate in discussion of any issues brought before the LPC. Brief comments may be made by the chairman without relinquishing the chair.

Section 8. The chairman shall vote on all matters under consideration whether or not his or her vote determines the outcome. The chairman shall be the last person to vote on a motion. Voting shall be conducted so that the record indicates the vote of each member on each motion or, if absent or not voting, indicating such fact.

Section 9. Except as otherwise provided in these Rules, the LPC shall use *Robert's Rules of Order Newly Revised* concerning the transaction of business (*see page 16*).

### ARTICLE III — Committees

Section 1. Ad hoc committees may be appointed by the chairman of the LPC at any time. The chairman will designate the chairman of each committee and will establish the purpose of the committee. All members of the LPC may serve on any ad hoc committee. Meeting of ad hoc committees will, to the extent necessary to achieve the committee's purposes, be conducted in accordance with these rules of procedure.

Section 2. The chairman of the LPC may at any time appoint a technical committee, consisting of a designated chairman and one or more other LPC members, for the purpose of obtaining information on matters pending before the LPC, such as by conducting site visits.

Section 3. No committee is authorized to transact business, render decisions, or take actions on behalf of the LPC.

Section 4. The activities and discussions of all committees are open to public observation, except that neither the LPC nor any technical committee of the LPC may authorize entry onto private property against the wishes of the property's owner.

#### ARTICLE IV — Public Hearings

Section 1. Unless special rules are established pursuant to Section 2 below, the LPC shall conduct public hearings according to the standard rules Article II, Section 6.

Section 2. The LPC may establish special hearing rules when the standard rules set forth above are found to be unsuitable in some respect because of unusual circumstances.

Section 3. In addition to publishing notices of public hearings as required by law, the secretary shall make reasonable efforts to publicize forthcoming public hearings by other feasible and convenient means.

#### Procedural history:

Authority for adoption: *Baltimore County Code, 1988*, Sec. 26-538, and Title 2, Article VIII

Proposed: January 2, 2003

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## Introduction to Robert's Rules of Order

### **What is Parliamentary Procedure?**

- It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

### **Why is Parliamentary Procedure Important?**

- Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone knows these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders — Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership can take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

### **There are four basic types of Motions:**

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## **How are Motions presented?**

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, “ Mr. Chairman, or Mr. President.”
  - c. Wait until the Chairman recognizes you.
2. Make your motion
  - a. Speak in a clear and concise matter.
  - b. Always state a motion affirmatively. Say, “I move that we...” rather than, “I move that we do not...”
  - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman states your motion.
  - a. The Chairman will say, “it has been moved and seconded that we...” Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes “assembly property,” and cannot be changed without the consent of the members.
7. Expanding on your motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the question to the Membership
  - a. The Chairman asks, “Are you ready to vote on the question?”
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

## **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization.

1. By Voice -- The Chairman asks those in favor to say, “aye,” those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call -- Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, “if there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

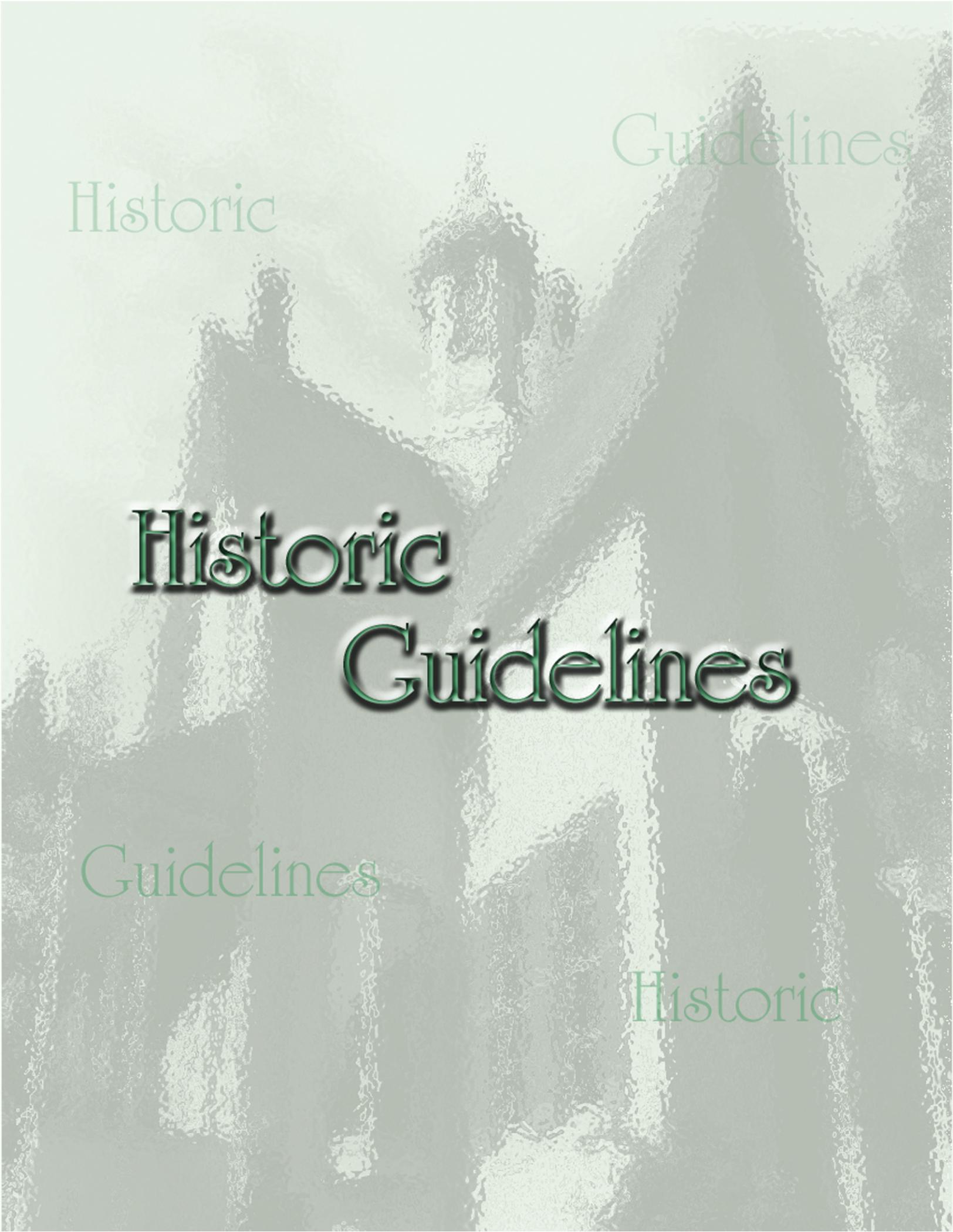
There are two other motions that are commonly used that relate to voting.

1. Motion to table — This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to postpone indefinitely — This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

**Parliamentary Procedure is the best way to get things done at your meetings, but, it will only work if you use it properly.**

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.



Guidelines

Historic

# Historic Guidelines

Guidelines

Historic

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# Historic Guidelines & Regulations

*Effective February 13, 2003*

## **Code of County Regulations**

### **Title 2 – Office of Planning**

#### **Chapter 1 – Landmarks Preservation Commission**

##### **Part 1 - Guidelines and Regulations**

- I. Definitions: In these guidelines and regulations, the following terms have the meanings indicated:
- A. “Commission” means the Landmarks Preservation Commission established pursuant to the County Code.
  - B. “County Code” means the *Baltimore County Code*, as amended.
  - C. “Historic property” means a structure placed, or scheduled for hearing to be placed, on the Preliminary or the Final Landmarks List pursuant to County Code, or a property within the boundaries of a district enacted, or proposed to be enacted, pursuant to the County Code.
- II. *Reserved.*
- III. Evaluation of the eligibility of structures for inclusion on the Landmarks List.
- A. Pursuant to the County Code, a structure may be placed on the Preliminary Landmarks List if the Commission specifically finds that the structure contributes substantially to the architectural and/or historical heritage of the county, state, or nation because of any one or more of the following:
    - (1) It is associated with a personality, group, event, or series of events of historical importance;
    - (2) It is a distinctive example of a particular architectural style or period;
    - (3) It is a good example of the work of a noted architect or master builder;
    - (4) It is a work of notable artistic merit or an object of singular natural beauty; or
    - (5) It has yielded or may be likely to yield information or materials important in pre-history or history.
  - B. For guidance on interpreting and applying the standards specified in paragraph A., the Commission may consult and use the publication issued by the U.S. Secretary of the Interior entitled *How to Apply the National Register Criteria for Evaluation*, which is available for reference at the Baltimore County Office of Planning and is available on-line at <http://www.cr.nps.gov/nr/publications/bulletins/nrb/15/>.
  - C. In applying the standards specified in paragraph A., the Commission may specifically find that a structure which is important to the particular neighborhood, community, locality, or functional theme or context is thereby important to the architectural and/or historical heritage of the county.
  - D. Subject to the requirement in paragraph A. for a specific finding, the following classes of structures are presumed to be eligible for the Landmarks List:
    - (1) Structures listed individually on the National Register of Historic Places;
    - (2) Structures identified as contributing resources within National Register Historic Districts; and
    - (3) Structures identified by the State Historic Preservation Officer as eligible for the National Register of Historic Places.

IV. Evaluating proposals for changes to historic properties.

- A. This Section IV applies to actions by the Commission for implementing the authority and responsibilities conferred on the Commission by the County Code.
- B. Detailed guidance for use by applicants and the Commission, within the scope of the Commission's authority (which does not include the interior of any building or structure), for evaluating the appropriateness of changes proposed to Landmark structures or changes within county-enacted historic districts, is provided in:
  - (1) The publication issued by the U.S. Secretary of the Interior entitled *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, which is available for reference at the Baltimore County Office of Planning and is available on-line at <http://www2.cr.nps.gov/tps/secstan1.htm>. Proposals submitted for action by the Commission typically fall within the scope of the "Standards for Rehabilitation."
  - (2) Pages 22 through 42 inclusive and Appendix A in the report entitled *Historic Design Guidelines, Basic Principles of Historic Preservation*, published in March 1991 by the Landmarks Preservation Commission and available for reference and purchase at the Baltimore County Office of Planning.

Procedural history:

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Article VIII

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